

# Town Council Meeting: 11 May 2009



Town of Garrett Park  
PO Box 84  
4600 Waverly Avenue  
Garrett Park, MD 20896

Regular Meeting of Town Council  
Garrett Park Town Hall  
10814 Kenilworth Avenue  
Garrett Park, MD 20896

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## MINUTES

**Meeting Call to Order:** Mayor Keller called the meeting to order at 8:00 PM. Present were Councilmembers Irons, Mandel, Petito, Schulp, and Wegner. Also present were Administrator Pratt, Nancy Schwartz for the Garrett Park *Bugle*, and a small number of Town residents.

**Approval of Agenda:** The agenda was approved as posted without objection.

### **Presentations by Residents:**

- Carolyn Shawaker commended the Judges of Election, poll workers, and the Clerk-Treasurer for a well-run Town election on May 4<sup>th</sup>.
- Henri Keller reminded the Council of the up-coming Film Society presentation of the movie "My Neighbor Totoro" on Friday, June 19<sup>th</sup>.
- Councilmember Schulp reminded the Council of the up-coming Progressive Dinner registration deadline of Monday, May 25<sup>th</sup>.

### **Mayor's Report:**

- Mayor Keller noted that in the recent Town Election the Judges of Election had adhered closely to the Town's Charter and Ordinance provisions, and that he was meeting with them on Tuesday to review the election and to discuss bringing the Town's Charter and Ordinances into conformity with state rules regarding absentee ballots.
- The Mayor announced that there would be a Town Council workshop/organizing meeting on May 26<sup>th</sup> at 8 p.m. [subsequently changed to 7:30 p.m.] in the Town Office, to review Councilmember areas of responsibility and the FY 2010 work plan.
- Mayor Keller updated the Council on White Flint Sector Plan developments:
  - o The Citizens Association has joined a coalition of citizen groups from surrounding communities in order to try to help influence the project – the Mayor noted that he and Councilmember Wegner had attended a meeting of the coalition, and they both attended subsequent public meetings at GPES and in homes in Garrett Park Estates, and were struck by the affirmative, well thought-out approach that the coalition was pursuing.
  - o Randy Auerbach will be the Town's representative to the Friends of White Flint, continuing the role he played for the Town with the WF Advisory Committee.
  - o Town government interaction with all aspects of the planning process for the White Flint Sector Plan will be on the agenda for the Council meeting on May 26<sup>th</sup>.

- Mayor Keller had spoken with Dan Hardy, Division Chief for Transportation Planning at the County Planning Department regarding the proposed new MARC station associated with the White Flint development. The Mayor noted that subsequently the Planning staff recommended the Old Georgetown Road location to the Planning Board; the Board rejected the staff recommendation and instead endorsed a Nicholson Court location. The Mayor has put the Town on record as supporting the preservation of the Garrett Park MARC station. Councilmember Schulp noted the requirement for public hearings should MARC propose changing service at the Garrett park station.
- Mayor Keller also reported that one “road section” – a plan of proposed changes to MD 355/Rockville Pike that would include dedicated bus and bicycle lanes – had been suggested to the Planning Board staff but they had refused to consider it. The Mayor indicated that he had put the Town on record as encouraging the Planning Board to give the alternate road section a fair airing.
- Mayor Keller updated the Council on the status of the Garrett Park Estates Activity Center (Nursery School Building) and the attendant potential for a land swap with the Montgomery County Parks Department. He noted that, in order for the Town to consider a land swap, the Town would need a perpetual easement to allow Town access to Porcupine Woods, as well as guarantees that Garrett-Waverly Park would remain as a neighborhood park.
- The Mayor then noted that a number of vacancies existed on various Town Committees and asked that the Council ratify reappointments of Keith Mayhew and Fredrika Moser to the Arboretum Committee and Nancy Schwartz to the Historic Preservation Committee. The Council confirmed these appointments without objection. The Mayor further noted that there was an upcoming vacancy on the Arboretum Committee as Felecia Bellows and her family were leaving Town, and that there may be an opening on the Historic Preservation Committee as well; residents interested in serving on these committees should contact him or the Town Office.
- Mayor Keller reported that he would be attending a Montgomery County Cable Television open house to be held at its studios on Thursday and that perhaps the Town should consider rejoining. Councilmember Mandel indicated that he would attend, as well.
- Mayor Keller reported on an emergency removal of 2 large tulip poplars at the edge of Cambria Park in the 4500 block of Cambria Avenue. The significant and unexpected expense of the removals is one reason for the transfers to be made in the FY 2009 budget to be considered later in the meeting. The Mayor noted that the hazardous condition of the larger tree had been brought to the attention of the Town Arborist by Butch Frost, the Town’s Maintenance Superintendant, and further noted this as yet another example of the conscientious work of our Town employees.
- Mayor Keller reported on the ceremonial opening of the completed stream restoration project in Waverly-Schuylkill Neighborhood Park, noting that former State Senator Frank Shore had been working for years to improve the park. The Mayor will pursue possible analogous water projects on the Garrett Park side of the creek watershed.

**Councilmember's Reports on Areas of Responsibility:**

- Councilmember Irons announced that the Historic Preservation Committee, under the leadership of Nancy Schwartz, had won a second grant from the County to build on the Committee's successful development of the Garrett Park historic properties walking tour brochure by developing an interactive page on the Town's website.
- Councilmember Irons reminded the Council that the next Land Use Task Force meeting would be Thursday, May 28<sup>th</sup>, at 8:00 PM in the Town Hall.
- Councilmember Wegner reported that the temporary patch installed on Strathmore Avenue was breaking up. Mayor Keller said that he had a call in to SHA to follow up on the problem.

**Approval of Minutes:**

- Councilmember Wegner **MOVED**  
That the minutes of the 04/13/2009 Regular Council Meeting be approved as distributed with minor corrections. The motion was seconded by Councilmember Irons and was **PASSED** unanimously.
- Mayor Keller noted that the previous Town Council had approved minutes for the executive sessions held on 03/04/2008, 04/03/2008, 07/26/2008, 09/23/2008, 10/08/2008, 10/13/2008, and 11/10/2008 by email without objection on May 4<sup>th</sup>.

**Action/Discussion:**

- Transfers from Contingency - FY 2009 Budget - Mayor Keller noted that he hoped that the proposed transfers would suffice for the balance of FY 2009, but there was always the possibility of having to make further adjustments at the June meeting. He then asked if Councilmembers had questions and there was brief discussion. Councilmember Mandel **MOVED**

That transfers in the amounts indicated below be made in to and out of the indicated FY 2009 Operating Expenses Budget accounts:

Transfer in to the following accounts:

Account 11100 - Elected & Appointed Officials	\$ 1,650
Account 11200 - Elections	\$ 675
Account 11400 - General Expenses	\$ 3,000
Account 11900 - Town Administration - Other	\$ 500
Account 12100 - Membership Dues	\$ 300
Account 12200 - Sponsorships	\$ 500
Account 13200 - Penn Place	\$ 2,500
Account 14400 - Arboretum	\$ 5,000
Account 17000 - Publication Expense	\$ 550
Account 20000 - Interest, Depreciation, Debt	\$ 275

Transfer out of the following accounts:

Account 10300 - Employee Benefits	\$ 2,000
Account 11700 - Professional Fees	\$ 3,000
Account 11800 - Insurance	\$ 1,400

Account 13300 - Town Hall	\$ 415
Account 14100 - Roads & Sidewalks	\$ 2,750
Account 14300 - Municipal Refuse Removal	\$ 7,250
Account 19000 - Contingency	\$10,040
Account 21000 - Taxes & Bad Debt	\$ 3,000

Thereby reducing total operating expenditures by \$15,405 from \$1,083,325 to \$1,067,920.

The motion was seconded by Councilmember Wegner and was **PASSED** unanimously (a copy of the transfers and the revised FY 2009 budget is attached to these minutes).

**Town Administrator Report:**

- Report on Annual Election - Administrator Pratt submitted the Judges of Election certification of the May 4<sup>th</sup> Town Election, which is attached to these minutes.
- Monthly Financial Report - Administrator Pratt reviewed the monthly financial report with the Council.

**Adjournment:** The meeting adjourned at 9:10 PM.

Respectfully submitted,

[TOWN SEAL]

Edwin Pratt, Jr., Clerk-Treasurer

**ATTACHMENT****TOWN OF GARRETT PARK  
FY 2009 Budget Transfers**

EXPENDITURES	FY 2009	TRANSFERS	FY 2009
	Current Budget	05/11/09	Amended Budget
<b><u>10000 - Personnel</u></b>	<b><u>\$336,600</u></b>	<b><u>(\$2,000)</u></b>	<b><u>\$334,600</u></b>
10100 -- Salaries	\$233,500	\$0	\$233,500
10200 -- Overtime	\$3,200	\$0	\$3,200
10300 -- Benefits	\$73,500	(\$2,000)	\$71,500
10400 -- Payroll Taxes, Etc.	\$26,400	\$0	\$26,400
<b><u>11000 - Town Administration</u></b>	<b><u>\$270,175</u></b>	<b><u>\$925</u></b>	<b><u>\$271,100</u></b>
11100 -- Elected & Appointed Officials	\$2,700	\$1,650	\$4,350
11200 -- Elections	\$1,500	\$675	\$2,175
11300 -- Archives & Public Records	\$20,675	\$0	\$20,675
11400 -- General Administrative Expenses	\$19,000	\$3,000	\$22,000
11700 -- Professional Fees	\$215,500	(\$3,500)	\$212,000
11800 -- Insurance	\$9,800	(\$1,400)	\$8,400
11900 -- Town Administration - Other	\$1,000	\$500	\$1,500
<b><u>12000 - Sponsorships, Subscriptions, Dues</u></b>	<b><u>\$3,700</u></b>	<b><u>\$800</u></b>	<b><u>\$4,500</u></b>
12100 -- Membership Dues	\$3,000	\$300	\$3,300
12200 -- Sponsorships	\$500	\$500	\$1,000
12300 -- Subscriptions	\$200	\$0	\$200
<b><u>13000 - Building &amp; Grounds</u></b>	<b><u>\$83,550</u></b>	<b><u>\$2,085</u></b>	<b><u>\$85,635</u></b>
13200 -- Penn Place	\$69,400	\$2,500	\$71,900
13300 -- Town Hall	\$13,700	(\$415)	\$13,285
13400 -- Maintenance Facility	\$450	\$0	\$450
<b><u>14000 - Town Services</u></b>	<b><u>\$231,950</u></b>	<b><u>(\$5,000)</u></b>	<b><u>\$226,950</u></b>
14100 -- Roads & Sidewalks	\$61,075	(\$2,750)	\$58,325
14200 -- Stormwater Drainage	\$500	\$0	\$500
14300 -- Municipal Refuse Removal	\$142,000	(\$7,250)	\$134,750
14400 -- Arboretum	\$21,600	\$5,000	\$26,600
14500 -- Fees	\$2,900	\$0	\$2,900
14600 -- Parks	\$3,875	\$0	\$3,875
<b><u>16000 - Equipment Maintenance &amp; Repair</u></b>	<b><u>\$14,500</u></b>	<b><u>\$0</u></b>	<b><u>\$14,500</u></b>
<b><u>17000 - Publication Expenses</u></b>	<b><u>\$1,250</u></b>	<b><u>\$550</u></b>	<b><u>\$1,800</u></b>
<b><u>18000 - Conferences &amp; Conventions</u></b>	<b><u>\$1,100</u></b>	<b><u>\$0</u></b>	<b><u>\$1,100</u></b>
<b><u>19000 - Contingency</u></b>	<b><u>\$30,000</u></b>	<b><u>(\$10,040)</u></b>	<b><u>\$19,960</u></b>
<b><u>20000 - Interest, Depreciation, Debt</u></b>	<b><u>\$60,600</u></b>	<b><u>\$275</u></b>	<b><u>\$60,875</u></b>
<b><u>21000 - Taxes &amp; Bad Debt</u></b>	<b><u>\$6,050</u></b>	<b><u>(\$3,000)</u></b>	<b><u>\$3,050</u></b>
<b>Total Operating Expense:</b>	<b>\$1,039,475</b>	<b>(\$15,405)</b>	<b>\$1,024,070</b>
<b><u>23000 - Transfer to Capital Project Fund*</u></b>	<b><u>\$43,850</u></b>	<b><u>\$0</u></b>	<b><u>\$43,850</u></b>
<b><u>25000 - Transfer to Operating Reserve</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>
<b>Expenses: Budgeted:</b>	<b>\$1,083,325</b>	<b>(\$15,405)</b>	<b>\$1,067,920</b>